

DAWIA CODING AND DATA VERIFICATION SHEET
(To be completed for movement between or to DAWIA positions)

Name _____ Code _____

SSN _____ PD/PAC/LSD# (to be completed by HRSC) _____

Please enter appropriate letter/number responses in blanks to the right.

SECTION 1

1. Acquisition Position/Employee Career Field

(JYR) _____

A = Program Management

C = Contracting

D = Industrial Property Management

E = Purchasing

G = Production Resources (Manufacturing & Production)

H = Production Resources (Quality Assurance)

K = Business, Cost Estimating, & Financial Management

*** Indicate Track (K positions only):**

(CLD) _____

B = Business & Financial Management

C = Cost Estimating

L = Acquisition Logistics

R = Communications/Computer Systems

S = Systems Planning, Research, Development & Engineering

T = Test & Evaluation

2. Is this a new career field designator?

(Y/N) _____

3. Acquisition Career Level Required

(JYL) _____

(See attachment for level descriptors)

1 = Entry (Level 1)

2 = Intermediate (Level 2)

3 = Senior (Level 3)

4. Acquisition Position ID

(JYN) _____

1 = CAP/not Division Head (DP-4/GS-14 or above who is either non-supervisory or first level Supervisor)

2 = CAP/Division Head (DP-4/GS-14 or above who is a manager or second level supervisor)

4 = Acquisition position, not critical (Use for all DP-3/GS-13 and below positions)

5. Acquisition Special Assignment

(JYT) _____

(For most positions, the correct answer to this question is "None of the above." If the incumbent will be required to hold a warrant above the small purchase level, select "F".)

A = Program Executive Officer

B = Program Manager (ACAT I & II programs only)

C = Deputy Program Manager (ACAT I & II programs only)

D = Senior Contracting Official (must be so designated by the Navy Contracting Career Management Board)

F = Contracting Officer (Requires warrant above the small purchase threshold)

None of the above

6. 1102s & Warranted Only

The following two fields are used for everyone whose primary career field is contracting or anyone who holds a warrant above small purchase (\$25K) threshold.

a. Acquisition Job Specialty 1

(JYP) _____

- 1 = Primarily pre-award
- 2 = Primarily post award oriented
- 3 = Cost & price analysis
- 6 = Contracting for construction
- Blank = not applicable

b. Acquisition Job Specialty 2

(JYQ) _____

- 1 = Acquisition of information resources
- 2 = Acquisition of major systems
- 3 = Acquisition of information resources and major systems
- 8 = Involved in neither
- 9 = Unknown
- Blank = not applicable

SECTION 2

This section only needs to be completed for DP-4/GS-14's and above.

7. Critical Acquisition Positions (CAP)

(DSF) _____

All DAWIA employees who are DP-4/GS-14 and above are serving in a CAP and must be reviewed for possible rotation after five years in the job and yearly thereafter until/unless they are moved. The following fields reflect the status of that review.

- 1 = Rotation resulting from initial five year review
- 2 = Rotation resulting from yearly follow-up review
- 3 = Non-rotation resulting from initial five year review
- 4 = Non-rotation resulting from follow up yearly review
- 5 = Change position/assignment not resulting from initial/follow-up review

8. Tenure Agreement

(DSG) _____

Date tenure agreement ends

1102's and Warranted Employees Only: The following three fields only need to be completed for employees in the contracting (1102) series or for those who hold warrants above the small purchase (\$25K) threshold. The first two fields indicate the type and amount of warrants currently held by the employee. There is room for 4 occurrences.

9. Warrant Type

(CL2) _____

- | | |
|----------|------------------------|
| A = PCO | F = PICO |
| B = ACO | X = None of the above |
| C = TCO | Z = No warrant granted |
| D = CACO | Blank = Not applicable |
| E = PACO | |

10. Warrant Amount

(CL4) _____

- 1 = No warrant amount granted
- 2 = \$25,000 or less
- 3 = \$25,001 through \$500,000
- 4 = \$500,001 through \$2,000,000
- 5 = \$2,000,001 through \$10,000,000
- 6 = \$10,000,000 or unlimited
- Blank = Not applicable

11. Date Warrant Began

(CL3) _____

SECTION 3

12. Career Field Level Achieved

(CK5) _____

1 = Level 1

2 = Level 2

3 = Level 3

13. Date Career Field Level Achieved

(CK6) _____

Date certified to the level listed above, if known

14. APC Qualified

(DSC) _____

(See attachment for APC qualifications)

A = Certified APC member

N = Not an APC Member

INSTRUCTIONS FOR COMPLETING
DAWIA CODING AND DATA VERIFICATION SHEET

3/1/2000

SECTION 1

1. Acquisition Position/Employee Career Field. Enter appropriate career field as listed on accompanying PAC/PD for this position. (Detailed descriptions of DAWIA career fields may be found in the Defense Acquisition Workforce, DODI 5000.58 (enclosures 3-14) dated 14 Jan 92.)

A Program Management: Responsible for the optimum mix of cost, schedule, performance, and system supportability throughout the life cycle (design, development, T&E, production, modification, and disposition) of the program. The program manager (PM) has responsibility for managing one or more major or significant non-major defense acquisition programs. Program management includes other positions that directly or indirectly assist the PM in fulfilling assigned responsibilities.

C Contracting: Includes all positions classified in the 1102 series. Develops, manages, supervises, or implements policies and procedures involving the procurement of supplies and services; construction; research and development; acquisition planning; cost and price analysis; selection and solicitation of sources; preparation, negotiation, and award of contracts through sealed bidding or negotiation procedures; and all phases of contract administration including termination or close out.

D Industrial Property Management: Manages, supervises, performs, or develops policies and procedures for professional work involving the acquisition, control, management, use or disposal of government-owned property used by contractors, or in storage for future contractual requirements. Provides guidance, counsel, and direction to government and contractor managers and technicians relating to regulatory and contractual requirements for managing government property. Participates in pre-award and post-award reviews. Reviews contracts assigned for property administration.

E Purchasing: Involves purchase, rental, or lease of supplies, services, and equipment through either formal open-market methods or formal competitive bid procedures. Requires knowledge of commercial supply sources and of common business practices with respect to roles, prices, discounts, deliveries, stocks, and shipments. Employees with this designation have purchasing duties that require 50% or more of their time. Purchase authorization using the government credit card system or the Smart Procurement Electronic Data Interchange (SPEDI) usually will not require coding into the acquisition workforce or this category.

G Manufacturing, Production and QA (M&P track): Primarily involves program management or monitoring of the manufacturing and production efforts of private sector contractors. Some duties require professional scientific or engineering knowledge and others require narrowly defined technical duties within the scope of nonprofessional specialist series.

H Manufacturing, Production and QA (QA track): Evaluates DOD contractor's compliance with the technical and quality requirements of acquisition contracts; collects and performs analyses of contractor data and examines adequacy of contractor processes to consistently produce conforming products and/or services; audits outcomes of production; performs quality engineering functions; reviews the QA requirements or QA related areas of the acquisition plans and accompanying solicitation submitted by contracting activities; develops contract QA provisions for solicitations; operates laboratories and test facilities to evaluate material acquisitions.

K Business, Cost Estimating, and Financial Management: Duties include financial planning; formulating financial programs and administering budgets; accounting for obligation and expenditures of funds; cost performance management of contractors; and cost estimating and advising or assisting commanders, program managers, and other officials in discharging all aspects of their responsibilities for financial management in direct support of defense acquisition processes. Positions involved exclusively with base operations and support functions should be coded as N.

L Acquisition Logistics: Positions involved in Integrated Logistics Support (ILS) activities (defined in DOD Directive 5000.1 and DOD Instruction 5000.2) or management of logistics associated with the procurement, integration, and fielding of support systems/environment for weapons systems/equipment or for system modifications.

N Non-Acquisition Position: Does not meet any of the above criteria. Detailed DAWIA information is contained in DOD Manual, Career Development Program for Acquisition Personnel (DOD 5000.52.M), dated November 1995.

R Communications-Computer Systems: Responsible for directly supporting the acquisition of automated information systems and interconnecting components (to include hardware, software, firmware products, or other items) used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. Includes computers, ancillary equipment, software, telecommunications, and other related services. Involves identifying requirements; writing and/or reviewing specifications; identifying costs; obtaining resources (manpower, funding, training); testing, evaluating, planning, obtaining, and managing life-cycle support. Duties must be accomplished under the authority of DOD Instruction 7920.2-M, Automated Information System Life-Cycle Management Manual, dated March 1990.

S Systems Planning, Research, Development, and Engineering: Positions in this category usually are filled by scientists and engineers directly supporting acquisition programs and normally are found in acquisition organizations, including program offices, and may be found in research, development, and engineering centers or laboratories. Pre-milestone 0 efforts normally are not included unless part of a program comparable in magnitude to a major acquisition program (as designated by DOD or with an eventual total expenditure of approximately \$1.8 billion using 1990 constant dollars). The incumbent plans, organizes, monitors, oversees, and/or performs engineering activities that relate to the design, development, fabrication, installation, modification, or analysis of systems or system components.

T Test and Evaluation: Plans, monitors, conducts, and evaluates tests of equipment, material, and systems; assesses or evaluates test data and results; prepares assessments of test data and test results; and writes reports of findings. Includes monitoring of related activities at contractor facilities.

2. **Is this a new career field designator?** If the above is a change in the career field designator for this position, indicate “yes.” If not, indicate “no.”

3. **Acquisition Career Level Required.** Indicate acquisition career level required based upon the grade level of the position below.

Level 1: GS-5 to GS-8
DA, DS, DT, DP-1

Level 2: GS-9 to GS-12
DA, DS, DT, DP-2
DA, DS, DT-3

Level 3: GS-13 & above
DP-3 & above

Purchasing (E) Levels ONLY:
Level 1: GS-5, DG-1, DG-2
Level 2: GS-6 to GS-8, DG-3, DG-4
Level 3: GS-9

4. **Acquisition Position ID.** This field indicates whether or not a position is a critical acquisition position (CAP); i.e., DP-4 or GS-14 and above. Select one below:

- 1 = DP-4/GS-14 or above who is either non-supervisory or a first-level supervisor
- 2 = DP-4/GS-14 or above who is a manager or second-level supervisor
- 4 = Use for all DP-3/GS-13 and below positions

5. **Acquisition Special Assignment.** If the incumbent of the position is required to hold a warrant above the small purchase threshold, select “F.” Otherwise, select “None of the above.”

6. **1102's and Warranted Only.** Complete this section for 1102 series (contract specialists) and warranted only; otherwise, leave blank and skip to block 7.

SECTION 2

7. **Critical Acquisition Positions.** Critical Acquisition Positions (CAPs) shall be reviewed on a periodic basis for incumbent rotation. This review must take place when the incumbent has been in the same CAP for 5 years. Any incumbent of a CAP not reassigned as a result of a rotation review shall be reviewed every year thereafter until reassigned.

8. **Tenure Agreement.** Leave Blank.

9, 10 & 11. **Warrant Type, Warrant Amount, and Date Warrant Began.** Indicate warrant type, amount and date warrant began for employees in the contracting (1102) series and those who hold warrants above the small purchase (25K) threshold.

SECTION 3

12. **Career Field Level Achieved.** Indicate the highest DAWIA career level achieved by the employee

13. **Date Career Field Level Achieved.** Leave Blank

14. **APC Qualified.** Indicate if employee is a member of the Acquisition Professional Community (APC).

A = Certified APC

N = Not an APC member